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The Human Resources Manager
Cyforce Security Limited
Head Office, Lagos

Dear Hiring Manager,

APPLICATION FOR THE POSITION OF LAWYER

I am writing to apply for the position of Lawyer at Cyforce Security Limited, which I saw advertised on Omadaily. Cyforce Security Limited is a respected name in legal, and I would welcome the chance to grow my career with your team.

I hold an LL.B; B.L. from University of Ibadan, and I have 5 years of experience, most recently as a Lawyer at Northgate Allied Ltd. In this role I draft and review 20+ contracts a month for corporate clients, and I handle company registrations and filings with the CAC.

I admire the standards of professional work at Cyforce Security Limited, and I am thorough, discreet and comfortable meeting client deadlines. I am also skilled in contract drafting, legal research and litigation.

I have attached my CV for your review. I would be glad to attend an interview at your convenience to discuss how I can contribute to Cyforce Security Limited. Thank you for your time and consideration.

Yours faithfully,

(Signature)
Halima Yusuf

Free sample from omadaily.com. Edit it to fit your own experience.